

## COLLYHURST NURSERY SCHOOL SAFETY POLICY

### *Statement of Intent and General Policy*

- (a) The Governors of Collyhurst Nursery School recognise their corporate responsibility under the Health and Safety at Work etc. Act 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.**
- (b) They will take all reasonably practicable steps within their power to fulfil this responsibility.**
- (c) It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Manchester Metropolitan Borough Council and will apply all health and safety instructions and advice issued by the Council and the Education Department in particular.**
- (d) The headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and Governors and subsequently to monitor the effective implementation of the arrangements.**
- (e) The Governors are committed to ongoing consultation with staff in the drawing up, implementation, monitoring and review of the school safety policy.**

**Signed .....**

**Chair of Governors**

**Signed .....**

## **Headteacher**

**Reviewed April 17**

### *Part 2 - Description of Organisation*

**The Governors will delegate to the *Headteacher* the following functions:**

- (a) To pursue the objectives of the Council in respect of health and safety.**
- (b) To set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of those arrangements, to bring the statement to the attention of all staff and to monitor effectively the implementation of the arrangements. The statement is to be revised and republished as necessary.**
- (c) To be available to any member of staff to discuss and to seek to address health and safety problems not satisfactorily resolved at a lower level or through the established arrangements.**
- (d) To report to the Education Department those instances where the head's executive authority does not allow the elimination or reduction to a satisfactory level any potential risk or hazard. To take all necessary short term measures to eliminate these risks or hazards as far as is reasonable practicable prior to rectification by the appropriate agency.**
- (e) To note all health and safety instructions and advice issued by the Health and Safety Executive, Department for Education, Council and the Education Department in particular. To keep a file of such information and ensure that this information is brought to the attention of and made available to all staff.**
- (f) To assess other areas of risk that fall within their executive authority that are not covered by existing safe working methods and procedures as issued by the Council and in particular the Education Department.**

- (g) To draft such proposed safe working practices designed to meet local needs and present these to the Governing Body and Director of Education for approval. To ensure that these procedures and safe working methods are explained to, understood and followed by employees.**
- (h) To revise the procedures and safe working methods where necessary following changes in personnel or working arrangements,**
- (i) To ensure that appropriate advice and consultation is arranged.**
- (j) To identify the training needs of employees and arrange for appropriate training to be provided.**
- (k) To keep a list of safety representatives appointed to represent staff at the school and to be readily available to them . To co-operate with appointed safety representatives as far as is reasonable . To receive written reports from safety representatives and to respond in writing within a reasonable time.**
- (l) To establish a school safety committee within three months of receiving a written request from the safety representative of staff at the school.**
- (m) To ensure that all areas of the school are inspected once per term.**
- (n) To ensure that the system for the reporting, recording and investigation of accidents and near misses operates in accordance with the R.I.D.D.O.R. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985) and the Council's and in particular the Education Department's arrangements.**
- (o) To appoint authorised and appropriately qualified person /s to be responsible for all First Aid matters.**
- (p) To ensure that all visitors, including contractors, are informed of any hazards on site to which they may be exposed. To ensure that due consideration is given to the possibilities of contractor's work affecting pupils, staff and other visitors to the premises.**
- (q) To ensure that new employees receive induction training in relation to safety arrangements; in particular to ensure that they are given a copy of the school's statement and the opportunity to read it before starting work.**

- (r) To assess the requirement for protective clothing and equipment, and to ensure that this is properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E.) Regulations 1992**
- (s) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.**
- (t) To designate a senior member of staff (not a safety representative) to be responsible to the Headteacher and Governors for the overview of all aspects of health and safety in school.**

*Senior Management Team*

*will be responsible for the following functions:*

- (a) The health and safety of all staff , pupils and any other persons whilst under their Department's control.**
- (b) To ensure that all equipment, machinery and apparatus within their Department is in good condition and can be used safely.**
- (c) To report faults or defects in equipment or the fabric of the building to relevant persons / Departments.**
- (d) To ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.**
- (e) To assess the requirement for protective clothing and equipment, and to ensure that this is properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E.) Regulations 1992**
- (f) To ensure that they are up to date with relevant safety legislation, regulations and guidance, and to ensure that this information is shared within their Department and complied with.**

*Caretaker*

*will be responsible for the following functions:*

- (a) To ensure that all equipment, machinery and apparatus under their control is in good condition and can be used safely.**
- (b) To ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.**
- (c) To ensure that proper safety precautions are observed in the boilerhouse.**
- (d) To ensure that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E.) Regulations 1992.**
- (e) To ensure that they are up to date with relevant safety legislation, regulations and guidance, and to ensure that this information is shared with colleagues and complied with.**
- (f) To notify the Headteacher or other designated person of any defects or occurrences in or on the premises which might constitute a health and safety hazard.**
- (g) To accompany the Governing Body and / or trade union safety representative on health and safety inspections.**
- (h) To work in accordance with policy, advice or guidance issued by the DSO or other employer.**

*Individual Employees*

*will be responsible for the following functions:*

- (a) Follow designated procedures and safe working methods once they have been explained and understood by them.**
- (b) Attend safety training courses arranged by the School or Education Department or Council.**
- (c) Work in a safe manner to protect themselves and other persons.**

- (d) Co-operate with others in the School and the Education Department and Council to comply with Health and Safety legislation.**
- (e) To report faults or defects in equipment or the fabric of the building to relevant persons / Departments.**
- (f) Report accidents and incidents to the Headteacher or other designated person.**
- (g) Seek advice from their line manager if they are unsure about any health or safety matter.**

*Part 3 - The School's Arrangements*

**(a)** Accidents and Near Misses

**All accidents and near misses are to be reported to:**

**Jo Fenton ( Headteacher.)**

**The persons responsible for completing the Accident book and / or Form PMS 102 are:**

**Michelle Matheson**

**The person responsible for notifying the Education Department of any accidents or near misses falling within R.I.D.D.O.R. ( Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), the Council's and in particular the Education Department's arrangements is:**

**Jo Fenton.**

**The person responsible for undertaking accident / near miss investigation is:**

**Jo Fenton.**

**Procedures to be followed are as detailed in Section 6a of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix A of this policy.**

**(b)** First aid

**The persons responsible for first aid are:**

**Michelle Matheson, Emma Dawson, Kate Cross, Nicola Burton, Kayleigh Fitzpatrick, Sam Ball, Carmel O Meara, Steph Ryan, Toni Davis, Monica Ano**

**First Aid Boxes are located in:**

**Every classroom**

**The persons responsible for maintaining the stocks of the first aid boxes are:**

**Michelle Matheson**

**In the event of an injury occurring which requires the injured person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital is:**

**Michelle Matheson**

**The person/s responsible for accompanying injured persons to hospital is /are:**

**Michelle Matheson**

**The person responsible for informing parents is:**

**Jo Fenton or Nicola Burton**

**Procedures to be followed are as detailed in Section 6c of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix B of this policy.**

- (c) Fire precautions and Emergency Evacuation Procedures**

**Fire drills will be organised by:**

**Jo Fenton or Nicola Burton**

**At termly intervals  
(At least twice per year)**

**The Fire Marshall for the School will be:**

**Toni Davis, Mel Atherton, Rachel Dingley, Zoe Goodwin, Emma Young**

**Procedures to be followed are as detailed in Section 7a and 7b of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix C of this policy.**

**(d)** Risk Assessment

**The person/s responsible for the co-ordination and recording of risk assessment procedures will be:**

**Jo Fenton**

**Procedures to be followed are as detailed in Section 3 of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix D of this policy.**

**(e)** Environment

**Any defects or occurrences in or on the premises which might constitute a health and safety hazard are to be reported to:**

**Jo Fenton or John Kirkham (caretaker)**

**Procedures to be followed are as detailed in Section 8a of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix E of this policy**

**(f)** Safety representatives and safety committee

**The safety representatives for the school are:**

**Jo Fenton and Jocelyn Cohen**

**The committee responsible for all health and safety matters is:**

**The Governing Body of South Street Nursery School.**

**The membership and constitution of this committee is:**

**Chair, Vice Chair, Headteacher, 10 Governors, 1 LA, 1 staff, 2 parents and 5 co-opted**

**Procedures to be followed are as detailed in Section 28b of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix F of this policy.**

**(g)** Inspections

Premises

**Inspections will be carried out by**

**Jo Fenton, Jocelyn Cohen and Sally-Anne Duffy (Gov).**

**At termly intervals**

**in addition to the annual health and safety inspection undertaken by the Education Department and periodic audits carried out for and on behalf of the Council.**

Fire Alarm

**The fire alarm system will be inspected annually by:**

**Name of Contractor: CIA**

Electrical Appliance Inspection

**An Electrical Appliance Inventory will be maintained by:**

**P. Fryers**

**Visual Inspections will be undertaken daily and recorded in the concerns book by:**

**John Kirkham and All staff**

**Procedures to be followed are as detailed in Section 9a of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix G of this policy.**

Electrical Services Inspections

**Electrical Services will be inspected every five years by:**

**Name of Contractor: P.Fryers**

**(h)** Information

**Staff can obtain advice and information about the health and safety implications of their activities, and about substances and articles used at school by reference to the Education Department's Health and Safety Handbook and from:**

**The Health and Safety Team.**

**Staff may also obtain advice and information from the Education Department's Health and Safety Support Service. ( Subject to the school having entered into the service agreement).**

**(i)** Substances

**Assessments for all hazardous substances used in school will be undertaken by :**

**Jo Fenton and Bright Futures Support Services**

**in accordance with the Control of Substances Hazardous to Health Regulations 1994 , Section 21 of the Education Department's Health and**

**Safety Handbook and the school's local arrangements as detailed in Appendix H of this policy**

**(j)** New staff

**New staff will on appointment receive copies of this policy and the school handbook.**

**Induction training will be provided by:**

**Jo Fenton or Emma Dawson or Nicola Burton**

**(k)** Infectious diseases

**Any infectious diseases are to be reported to:**

**Jo Fenton.**

**The person responsible for notifying the Education Department of any infectious diseases falling within the R.I.D.D.O.R. Regulations is:**

**Jo Fenton.**

**Procedures to be followed are as detailed in Section 5 of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix I of this policy.**

**(l) Training**

**The person responsible for the co-ordination of all health and safety training is:**

**Jocelyn Cohen**

**who will identify training needs and make arrangements for such training to be provided.**

**(m) Housekeeping**

**Individuals shall be responsible for ensuring good housekeeping practices in their own work areas.**

**The Caretaker will in addition be responsible for the housekeeping of areas of common usage. These exclude the staffroom, library and any other shared teaching / resource areas which are to be maintained by each user in a safe and tidy condition.**

**(n) School Trips**

**School trips are to be planned and organised strictly in accordance with the procedures as detailed in Section 11a of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix J of this policy.**

**(o) Purchasing**

**All items purchased must be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They must be maintained in an efficient state and in good working order and repair. Staff must be appropriately instructed and trained in the safe use of any new equipment purchased.**

**Advice on the safe selection of equipment can be obtained from the Central Purchasing Officer or officers of the Education Department.**

**(p) Contractors and Visitors**

**Contractors on the school site are owed, and owe duties of care to all users of the premises.**

**Procedures to be followed are as detailed in Section 8f of the Education Department's Health and Safety Handbook and the school's local arrangements as detailed in Appendix K of this policy.**

**All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit.**

**Visitors must therefore be requested to sign in on arrival at school, indicating the purpose of their visit and the area which they will be visiting. Instructions regarding emergency evacuation procedures should be issued whenever possible, and the visitor made aware of any hazards peculiar to the site.**

*Part 4 - Monitoring & Review*

**The monitoring of this policy will be undertaken by the implementation of :**

Premises Inspections

**To be undertaken by Jo Fenton/Sally Duffy/Jocelyn Cohen and reported to the Governing Body.**

Analysis of Statistics on Accidents / Near Misses

**To be undertaken by the Governing Body to consider whether trends or patterns emerge.**

Inspection Reports from the Education Department

**The Governing Body will consider reports of inspections undertaken by the Education Department and produce an plan of action to address the recommendations put forward.**

Evaluation of Training

**The Governing Body will receive details of training needs analyses and determine a programme to meet the demands highlighted. The Governing Body will receive feedback on training undertaken to evaluate appropriateness and value of training undertaken.**

Inspection Reports from Safety Representatives

**The Governing Body will work co-operatively with the school safety representatives . The Committee will consider reports of inspections and produce an plan of action to address the recommendations put forward.**

Review

This policy will be reviewed and revised in the event of any changes in structure, senior personnel , working arrangements, processes or premises. The policy will be updated upon receipt of any new or revised policy / regulation issued by the Education Department, HSE or other enforcement agency.

